

# Vermont Interagency Coordinating Council

**Facilitator: Heather Case, CIS Family Engagement Coordinator**

**Date: September 15, 2017**

**Location: Waterbury State Office Complex, Beech Conference Room**

**Time: 9:30 AM – 2:30 PM**

**Our Core Statement:** We are the Vermont Interagency Coordinating Council. We believe in all children reaching their developmental potential. We advise and assist Children's Integrated Services. When children and families thrive, Vermont thrives.

## ***Today's Meeting Goals:***

***Review and adopt the Vermont Interagency Coordinating Council for Children's Integrated Services***

***Statement of By-Laws***

***Disseminate the VICC Orientation Manual***

***Develop VICC Workgroups to begin working toward 2017/2018 Council Priorities***

**Present:** Patti Shane, Jaime Rainville, Christel Michaud, Jen Hurley, Amanda Cookson, Toni Racine, Heather Case, Danielle Howes, Andreas Koenig, Leslie Freedman, Karen Bielawski-Branch, Natalie Whitfield

**Regrets:** Monica Ogelby, Deborah Ormsbee, Tracy Wells, Susan Comerford, Joanne Godek, Barbara Frankowski, Tony Gillam, Sheri Lynn, Susan Bloomer

Agenda Item	Discussion Notes	Next Steps
<b>Welcome, Introductions, Meeting Norms</b>	Though we have some missing members, there are sufficient members to have consensus.	
<b>Review and Adoption of May 2017 Meeting Minutes</b>	Instead of reading the minutes, copies have been distributed for review. Are there any additions or corrections to the minutes? <ul style="list-style-type: none"><li>- Group received copies of the minutes and were asked if there were edits/additions/questions.</li></ul>	<b>First:</b> Danielle  <b>Second:</b> Andreas
<b>Review and Adoption of Vermont Interagency Coordinating Council for Children's Integrated Services Statement of By-Laws</b>	Instead of reading the by-laws, copies have been distributed for review. Are there any additions or corrections to the by-laws? <ul style="list-style-type: none"><li>- Group received copies of the by-laws.</li><li>- Heather shared the level of feedback she had sought since the spring.</li><li>- How are 'advising &amp; assisting' vs. 'advocacy' addressed within the by-laws? Advocacy is not included in the by-laws. However, members of the council can go as a designated rep of the council to advocacy groups as a liaison to hold VICC info. &amp; bring back info. (see Tab 3 of the manual). But in order to <u>advocate</u> you must do so as a private citizen. (see also bulleted list on page 8 of the by-laws).</li><li>- Any changes in the future require 30 days' notice and approval of the council.</li></ul>	<b>First:</b> Amanda  <b>Second:</b> Christel  Heather to correct the role/title of Deputy Commissioner on Page 8
<b>Analysis of VICC Operations Survey</b>	Heather shared a chart comparing what it means to <b>"Advise", "Assist" and "Advocate"</b>	Update the member manual to clearly state, when

## Advise And Assist: What Is it?

The role of each council member is “advisory” and “assistance”, not advocacy.

YES – To Advise	YES – To Assist	No – To Advocate
To give advice To inform To counsel To recommend To suggest To guide To consult To educate	To help To support To second To attend To aid To converse	To support something To plead your case or position To favor a position To argue

Heather will update:

“To autonomously support a cause outside the group’s work” = advocate

“To participate in supporting the group’s work so it can be successful” = assist

### Regional Hosted Meetings

1. The results of the survey indicated having at least a few meetings in the community. We will try this for this council year (keeping to Waterbury for this winter, and visiting regions in the spring) and then decide how it works. Regional meetings would be in March and May.
2. The group reviewed some proposed interview questions to ask a region.
  - a. Would outreach include getting families invited to the meeting? Yes, we are recruiting. We also want public and private practitioner voice representative of CIS.
  - b. Who do we envision would be coming to the meeting and what are we expecting to hear in response to “what is one struggle your region is exploring to make improvements...” How do we enable practitioners to share their perspective ‘safely’ as well? Consider break-out sessions.
    - i. Survey practitioners in advance (ensure getting CIS and private providers)
    - ii. Have CIS Coordinators ask practitioners.
    - iii. Offer a menu of options to the region and let them choose how to give input...
    - iv. Consider – gathering the regional practitioner concerns. CIS Performance measures – mine this and Recruitment and Retention Data (10/23 these data will be discussed – the VICC will be invited to this)! Rather than doing something novel. Group agreed to start with this rather than doing it when we are in a region.
    - v. November meeting will be used to decide the best use of the Regional meetings.

advocating, you must clearly identify yourself as a private citizen and not as a representative as the VICC.

November:  
Decide purpose of regional visits.

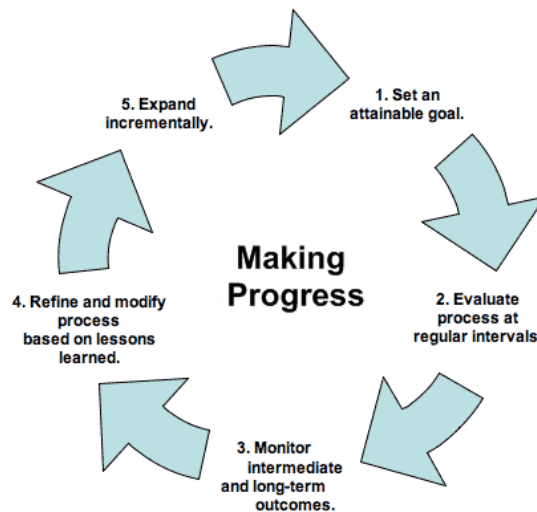
Heather to follow up on learning about cultural diversity need issues.

Heather to send introductory e-mail to Andreas, Jaime, and Toni for mentor/mentee work group

- vi. How can regional meetings be used as an opportunity to not just get family input one time, but to retain the families within the VICC?
- vii. What if we can't get families there at all, what will we do? This would be evaluated at the end of the year – how will we evaluate that the regional meetings were effective? Heather will be supporting the 2 regions to get parents to participate.

**Mentor/mentee process for the new VICC members:**

Once we get new members, how do we support them to feel comfortable and understand the VICC language, processes and expectations?



- Matching: have a parent paired with a current parent to meet with ahead of time and accompany them to meetings. This would be good for all members.
- Timing: have parents join at set times b/c starting late in the season can be hard. Consider giving new members the option of when they want to start, explaining where we are in the council season.
- Timing: have a special session where parents/new members come to get oriented (Jen referenced a PowerPoint she saw at her first VICC meeting; could also do a Prezi). Maybe new members meet with Heather for an orientation – or come a little early to a meeting to receive orientation...? Consider putting together an 'orientation checklist', Prezi, or plan so each person gets oriented to the same things: definitions, here is how meetings work, etc... The VICC manual would be good to go through with them.
- Retain role of jargon buster! Also, mentors can sit with mentees at meetings and clue them in to unspoken things during the meeting...
- What about culturally accessible materials? What about cultural liaisons? Heather to look into how to access these before we need them. Heather would have to look into what is the State's liability to provide interpreters for meetings (would probably use the State contract)?
  - o Consider how we can get more culturally diverse input – we may need to take the meeting to these families. What about the formerly named VNA Family Room.

	<ul style="list-style-type: none"> <li>- Propose an ad hoc short term work group to look at mentor/mentee process.</li> </ul>	
<b>State Updates and Announcements</b>	<p><b>VICC Vacancies:</b></p> <ul style="list-style-type: none"> <li>- Members should post materials in their areas for practitioners and hand out fliers to families.</li> <li>- Heather is actively still trying to engage BBF to attend the VICC and Heather will be on the BBF council in turn.</li> </ul> <p><b>VICC Orientation Manual:</b></p> <ul style="list-style-type: none"> <li>- Tab 8 (“History”) is still empty – this is still under development. Heather hopes to have this addition ready by November’s meeting.</li> <li>- Christel would like the manual electronically.</li> <li>- The whole manual will be ultimately put on the Web site.</li> </ul> <p><b>VICC Meeting Dates:</b></p> <p>September 15, 2017 (Waterbury); November 17, 2017 (Waterbury); January 19, 2018 (Waterbury, Annual Data Meeting); March 16, 2018 (St. Albans); May 11, 2018 (Bennington)</p> <p><b>State Systemic Improvement Plan:</b></p> <ul style="list-style-type: none"> <li>- Vermont needs to better message our use of evidence-based practices within our SSIP. Danielle to work with Jen to review the DEC recommended practices and identify how to articulate what practices we are using in VT or could be used.</li> </ul> <p><b>CIS Reboot/State Team Transitions:</b></p> <ul style="list-style-type: none"> <li>- <u>Home Visiting Coordinator</u>: Final interviews have been completed a decision will be rendered in the next week or so</li> <li>- <u>CIS director</u>: A great list of candidates! The list has been vetted and first round interviews will be conducted in the next week – the interview panel includes a CIS coordinator and a CIS fiscal agent and CIs state team members and CDD leadership</li> <li>- Data base work is continuing with VDH</li> </ul> <p><b>CIS CSPD Budget:</b></p> <ul style="list-style-type: none"> <li>- Natalie discussed the approach to make open, transparent and Stakeholder-informed decisions; training priorities and approaches; CIS Institute changes.</li> <li>- Natalie shared the research done by the Early Childhood Personnel Center to identify the best ways for people to learn and achieve mastery of practice change.</li> <li>- Coaching is being looked as it is proven critical to mastery.</li> <li>- Was there anything looked at doing co-development of training with practitioners and parents? It was raised as a quality indicator – how to get parent input into the PD system. Christel shared that child care providers have talked about wanting to attend PD <u>with</u> parents. This is a piece of the family &amp; community engagement work CIS is doing (via Heather). Vermont Prevent Child Abuse uses the approach of involving both parents and child care providers to the training; Starting Points network trainings sometimes provide trainings to</li> </ul>	<p>VICC current members should support recruitment as per notes.</p> <p>Heather will send Christel the manual electronically (in pieces).</p> <p>Danielle to follow-up with Jen re: DEC recommended practices discussed in notes.</p>

	<p>families and child care providers together (Patricia Hendy – with Reach Up now? Used to be BBF Regional Director – Fairfax used to do this)</p> <ul style="list-style-type: none"><li>- Natalie shared the priorities within the current PD proposal re: 1-day institute, coaching, state approved assessment tools,</li><li>- 10/23 Next Strategic Planning Team meeting – this invite will go to the VICC people.</li></ul>	
<b>VICC Work Group Development</b>	<p>Reviewed the workgroup input and by-laws as they relate to workgroups.</p> <p>We talked about:</p> <ul style="list-style-type: none"><li>• Access to data</li><li>• &lt;= 4 participants</li><li>• Priorities:<ul style="list-style-type: none"><li>&gt; Recruitment &amp; Retention<ul style="list-style-type: none"><li>- Livable wage</li></ul></li><li>&gt; Insufficient # of providers</li><li>&gt; Consistent Services</li></ul></li><li>• Also consider:<ul style="list-style-type: none"><li>&gt; Mentoring</li><li>&gt; APR/EI Data &amp; Determinations</li></ul></li><li>• Workgroups can be used to break down a larger issue and bring it back to the larger group (i.e. workgroup facilitates an issue); or another workgroup may produce an outcome/product</li></ul> <p>Questions asked:</p> <ul style="list-style-type: none"><li>- What priority areas do we want workgroups to work on?</li><li>- What is the ideal number of participants to make a workgroup effective?</li></ul> <p>Workgroups will be self-limiting – they will complete something and then disbanding.</p> <p>Proposal – try out a workgroup and then report back to the VICC how it worked.</p> <p>Andreas proposed starting this with the mentor/mentee topic:</p> <ul style="list-style-type: none"><li>- Jaime, Andreas, and Toni will initiate this workgroup; will propose processes back to the VICC in November.</li><li>- Heather will send the initiating email so everyone has everyone else’s email.</li><li>- If the group is wanting to use ‘Go To Meeting’ Heather will provide admin support to make this possible.</li></ul> <p>The group discussed data they would like to look at:</p> <p>Some data can be mined from:</p> <ul style="list-style-type: none"><li>• Recruitment/Retention Data</li><li>• Practitioner Contact Information Data</li><li>• Encounter Data</li><li>• Quality Improvement Plans</li><li>• Can we access the child care workforce data? (to see how this compares with what we are seeing in CIS)</li></ul> <div><p><b>Vermont Interagency Coordinating Council</b></p><pre>graph TD; Council[Vermont Interagency Coordinating Council] &lt;--&gt; Workgroups[Workgroups]; Council &lt;--&gt; Data[Data]; Workgroups &lt;--&gt; Data;</pre></div>	

Consider what else we want to know (Qualitative Data):

- What are you attributing your issues to? (Root Cause Analysis)

Proposed data of interest...

Host Region	Addison	Bennington	Brattleboro	Chittenden	Hartford	Lamoille	Newport	Rutland	Springfield	St. Albans	St. Johnsbury	Washingtonton
Total # of CIS Staff Positions in the region (contracted)												
CIS Staff FTE												
CIS Caseload Size												
Total # of Private Practitioners												
Private Provider get Caseload												
DE's/SII												
FRC												
PT												
SLP												
Nurse												
Family Support												
ECFMH												
Behavioral Interventionists												
Autism Specialists (ABA)												
# of families												
Ratio of providers/families												
Qualitative data from performance measures re: what worked well/what is challenging												

We have to consider how we will use these data:

- What questions are we trying to answer?
- How will we share the data back to regions? Need to have it help people feel 'heard' and not defensive.
- What types of decisions will we make with it?
- Could anything out of this lead to sharing with State leaders to support systems change – we need to be very aware of how we message so no one could conclude that one region is 'over-resourced' – ensure that leaders know that no region is resourced adequately.
  - Are there any models of what is ideal for living wage and caseload size

#### Wrap Up and Next Steps

**Next VICC Meeting: November 17, 2017**

A meeting evaluation will be sent to your e-mail inbox Monday morning. Please complete it as it will inform our future ICC meetings.

Please pick up your orientation manual at your departure.

## 2017/2018 Council Identified Priorities, Goals, and Activities

Priorities	Goals	Activities
Recruitment & Retention - Turnover <=> Livable wage ***** (13) (see graphic below)	Linking directives, strengths, and advocacy	People on the Council need to understand CIS funding and the challenge around it - Have a training and create digital module for future
New Member Orientation	Refugee family rep * (1)	Provide a Community Café as a method for VICC parent participation
Idea follow-ups	Immigrant family rep	PCC Peer Reviews – expand to CIS ** (2)
Expansion EI to CIS ** (2)	Cultural responsibility – How do we set the table to be more culturally responsive and inclusive?	Get legislatures to see work on the ground (early childhood study tours)
By-laws	All goals get us to meaningful outcome(s) * (1)	Identification of children through early screening
Meeting Announcements	Opportunities to partner with families around advocacy	Statewide Parents Information Network (VICC → VFN and other organizations)
State of VICC		
Public Input		
Insufficient therapists/specialists and child care (PT, OT, ST, ABA/ESDM,...) leading to long waits or services not being delivered **** (4)		
Child Care Development Block Grant implementation in Vermont (esp. re: services for homeless children)		
Consistent services across the state ***** (15)		
CIS centric language/advising/assisting		

